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ABSTRACT

Concerned mainly with the acquisition of knowledge in its various forms, both print and nonprint, the Watson Library's collection development policy is designed to support the curriculum needs of Northwestern State University (NSU) in Louisiana and the university's mission of dedication to the creation, dissemination, and acquisition of knowledge. Following a discussion of collection development and NSU's mission statement, the policy includes the Library Bill of Rights; a definition of levels of collection intensity, including research level, study level, basic level, and duplicates; and a selection criteria chart of priorities for subject/level, intellectual content, potential use, relation to collection, bibliographic considerations, and other factors. In addition, specific policies are included for textbooks; study guides; children's literature; the reading area; reference books; serials; nonprint materials; the Cammie G. Henry Research Center, which includes the University Archives and Special Collections, the Louisiana Collection, and rare books; and government documents. Policies for collection evaluation, gifts, and the selection process are also included. (KM)

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COLLECTION DEVELOPMENT POLICY
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NORTHWESTERN STATE UNIVERSITY
NATCHITOCHES, LA 71497

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I. Collection Development and the Northwestern State University Mission Statement.

Northwestern State University is "dedicated to the creation, dissemination, and acquisition of knowledge." (NSU Mission Statement) This mission is also the mission of Watson Library. The Collection Development Policy is concerned mainly with the acquisition of knowledge in its various forms, print and non-print. The collection supports the curricular needs of the university.

The collection provides materials useful to students whatever their background. Materials in the collection including the archives of the Cammie G. Henry Research Center provide research challenges to the students of NSU. In order to meet the requirements of Louisiana Scholars College for the Liberal Arts and Sciences, students and graduate students, the collection includes materials for in-depth study.

In order to support the university's mission to provide a broad liberal education, its collection represents the spectrum of human thought and endeavor. Those areas in which the university seeks a leadership role: teaching and nursing education, are supported by a rich library collection suitable for research and study. The Shreveport campus is supported by a strong collection in nursing in the branch library located there. The library collection also provides material for undergraduate business-related curricula and for the study of regional economic development. As a selective depository of federal documents and a depository for state documents, the library is especially useful in this function. The military population of central Louisiana is served by a library collection at Fort Polk which supports the first two years of undergraduate education provided there.

II. LIBRARY BILL OF RIGHTS

Watson Library supports the anti-censorship stance of the American Library Association. Watson Library endorses the LIBRARY BILL OF RIGHTS

LIBRARY BILL OF RIGHTS

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. The rights of an individual to the use of the library should not be denied or abridged because of his age, race, religion, national origins or social or political views.

Adopted June 18, 1948. Amended February 2, 1961, and June 27, 1967, by the ALA Council.

III. LEVELS OF COLLECTION INTENSITY

The selection and evaluation of materials for Watson Library will be based on the following levels of collection intensity or depth:

1. RESEARCH LEVEL PROVIDES major source materials required for thesis research and graduate level papers. Types of materials would include research reports, major reference works, specialized monographs, serials, indexes, and abstracts. The following areas which offer graduate degrees should be collected at the research level:
Art, Biology, Education, English, Health and Physical Education, History, Microbiology, Music, Nursing, Psychology, Student Personnel Services, and Educational Leadership and Instruction.

2. STUDY LEVEL indicates that the collection should be adequate to support undergraduate study. The collection at this level should contain basic monographs, representative journals, and key reference tools. In most instances, the material should provide definitions and key concepts. Materials such as subject dictionaries and encyclopedias and bibliographies would be provided. Areas which offer undergraduate degrees and should be collected at the study level include:
Accounting, advertising design, agriculture, anthropology, art, biology, business and office education, business administration, chemistry, computer technology, distributive and business education, early childhood education, education (preschool, elementary, and secondary), English, home economics, geology, health and physical education, history, industrial arts, industrial technology, journalism, mathematics, medical technology, microbiology, music, nursing, office administration, photography, physics, political science, psychology, radiologic technology, recreation, social sciences, social work, sociology, special education, speech, vocational home economics education, wildlife management, and zoology.

3. BASIC LEVEL is a highly selective collection which serves to introduce and define a subject and in which few selections are made beyond very basic reference books, monographs, and representative journals. The basic level collections will offer some support for those areas for which NSU has no major but offers course-work or for which each library should have a representative collection in order to support a broad liberal education as per the mission statement of the university.

In addition to levels of collection intensity, materials selected for Watson Library should be interdisciplinary as much as possible. Also, most materials should be in the English language (except for those ordered for foreign language courses or foreign language dictionaries). Major emphasis should be placed on materials covering the United States and Western Europe. Other geographical areas should be covered at the basic level.

All formats of information are candidates for selection unless they fall outside the guidelines set up in this policy statement. For more specific information on formats consult the sections in this policy statement for non-print, serials, government documents, and archival materials.

DUPLICATES: Watson Library will acquire duplicates only of heavily-used materials in order to support the demand. Circulation records and items flagged for binding will be monitored in order to assess demand and usage.

SELECTION CRITERIA

Adapted from Chart on page 129 in Rutledge, John and Swindler, Luke. "The Selection Decision: Defining Criteria and Establishing Priorities," College and Research Libraries 48(2):123-131 (March 1987).

	SUBJECT/LEVEL	INTELLECUTAL CONTENT	POTENTIAL USE	RELATION TO COLLECTION	BIBLIOGRAPHIC CONSIDERATIONS	OTHER FACTORS
IRST PRIORITY	DIRECTLY SUPPORTS GRADUATE LEVEL PROGRAMS, MAJOR FIELDS OF SCHOLARSHIP OR INQUIRY, RESEARCH LEVEL	KEY WORK IN FIELD, KEY AUTHOR, MAJOR CRITICAL STUDY, SUBSTANTIAL NEW CONTRIBUTION TO LEARNING, MAJOR REFERENCE WORKS, MAJOR SERIAL IN FIELD	KNOWN RESEARCHER, PROGRAM INTEREST, PATRON REQUEST BASED ON NEED, PROBABLE NEED BASED ON KNOWN INTEREST	CENTRAL TO EXISTING COLLECTION, CLOSELY RELATED, PROVIDES SPECIALIZED INFORMATION ABOUT A CENTRAL STRENGTH, NECESSARY TO INTELLECTUAL INTEGRITY	DISTINGUISHED PUBLISHER, SIGNIFICANT SPONSORING BODY, SPECIALIZED PUBLISHER OF HIGH QUALITY, MAJOR TRADE PUBLISHER	GEOGRAPHY: UNITED STATES AND WESTERN EUROPE, ENGLISH LANGUAGE
SECOND PRIORITY	DIRECTLY SUPPORTS UNDERGRADUATE STUDY, STUDY LEVEL	GENERAL ESSAY, REPRESENTATIVE MATERIALS, BASIC MONOGRAPHS, BASIC SERIALS,	GENERAL INTEREST, TITLE RECOMMENDED BY PATRON WITHOUT SPECIFIC NEED	DEVELOPS EXISTING COLLECTION STRENGTH, HISTORIC COLLECTION STRENGTH, COMPLETES SERIES OR SET	SPECIALIZED PUBLISHER, POPULAR PUBLISHER	ASIA, MIDDLE EAST, AFRICA, LANGUAGE: FRENCH, SPANISH, GERMAN,
THIRD PRIORITY	MINOR FIELD OF SCHOLARSHIP OR INQUIRY, TANGENTIAL TO PROGRAMS, BASIC LEVEL	MARGINAL OR POLEMIC WORK	INFREQUENT USE	VERY SPECIALIZED MATERIAL	RESEARCH REPORTS, WORKING PAPERS, PAMPHLETS, EPHEMERA	LANGUAGE OTHER THAN MENTIONED ABOVE

IV. TEXTBOOK POLICY

Watson library does not purchase textbooks which are used in the classes taught at Northwestern State University. The purpose of the Watson Library collection is to serve as a resource to complement textbooks and lectures as well as to further coursework and research. The library is unable to satisfy such a demand and expects that students will purchase the textbooks used in their classes. On occasion, textbooks will be accepted as gifts if they meet the criteria set forth in the collection development policy. Textbooks not used in classes may be purchased in those areas collected at the basic level or in those disciplines where textbooks provide the best overview.

V. STUDY GUIDES

Study guides such as Monarch Notes or Cliff Notes, etc. will not be purchased or accepted into the collection as gifts. The students are expected to purchase their own study guides.

Test tutors for such standardized tests as the GRE, NTE, etc. and selected civil service tests will be purchased on a limited basis. The library will attempt to acquire those aids which are appropriate for the students and civil service personnel of NSU. It is expected, however, that most students and civil service job seekers would prefer to purchase personal copies of these study guides.

VI. CHILDREN'S LITERATURE

Children's books are purchased by Watson Library to support the children's literature courses taught for teacher certification. Caldecott, Newbery, honor books, and a few select titles and corresponding reference books will be purchased annually.

VII. READING AREA

A Reading Area has been established in the lobby on the first floor of Watson Library to promote reading across the NSU community by providing stimulating recreational books. Science fiction, popular fiction, mysteries, biographies, and selected non-fiction books are placed on the Reading Area shelves and identified with a tag marking them as "SF," "F," "M," "B," or "NF." Primary emphasis is placed on the science fiction-fantasy collection which is the most circulated. The fiction section contains contemporary and historical novels. Mysteries include the classics such as Agatha Christie and Raymond Chandler and a selection of newer writers such as Dick Francis or Ruth Rendell. Non-fiction includes picture books, movie guides, sports stories, etc. Biographies are mainly of sports figures, entertainers, modern writers, etc.

Ephemeral items such as Harlequin Romances and other formula fiction are not selected.

VIII. REFERENCE BOOKS

The reference collection is selected by the same criteria as the circulating collection. Items are selected to support the curriculum and meet the informational needs of the NSU community. Special emphasis is placed on keeping the reference collection as up to date as possible.

The reference division is responsible for selecting materials to support the following indexes:

1. Essay and General Literature Index
2. Short Story Explication
3. Poetry Explication
4. Short Story Index
5. Granger's Index to Poetry
6. Poetry Index Annual
7. Biography Index
8. Popular Song Index
9. Play Index

IX. SERIALS

All new serial subscription requests are collectively reviewed by the Serials Review Committee in May of each year.

Serial selections are based on the same criteria as outlined in this policy statement. In addition to that outlined above, the following criteria must be followed:

1. Indexing and availability of the index in the library.

2. Frequency of publication.

3. Cost of the serial.

4. Who requested the serial? Department requesting? Number of faculty members requesting the title?

5. Subject emphasis (refer to collection intensity levels) Interdisciplinary nature of publication (number of departments who may use this title. Size of the enrollment in the program and potential usage.)

6. Publisher: EBSCO or ordered direct?

7. Foreign Language, culture, or publisher.

8. Overall cost of serials budget must be considered.

Whenever a new serial is selected, a decision should be made concerning the retention of that serial, and whether or not it should be bound or purchased in microformat. Serials cannot be selected and dropped on a yearly basis, but a commitment must be made to support the serial on a continuous basis.

X. NON-PRINT MATERIALS

Non-print materials will be added to the collection according to the same criteria as print materials. At the present time, emphasis is placed on audiocassetts, videocassetts, and phonodiscs. However, in light of new technology and the obsolescence of existing technology, other formats may be proposed for addition to the collection if they meet the requirements of the collection development policy plus the following criteria:

1. Accuracy

2. Timeliness of information

3. Level of treatments (college age or younger audience)

4. Technical quality

5. Aesthetic appeal

6. Costs

7. Availability of hardware needed to use the item

8. Potential usage

XI. CAMMIE G. HENRY RESEARCH CENTER

The primary goal of the Cammie G. Henry Research Center is to provide materials for research for NSU students and faculty. The secondary purpose is to preserve these research materials for posterity. The areas of research strength include science, literature, geography, anthropology, biography, and history of north Louisiana. The Research Center is an important means of enhancing the university's academic reputation and is a vehicle to generate goodwill and highly visible public relations.

The Cammie G. Henry Research Center contains 3 distinct areas: archives and special collections, rare books, Louisiana Printed Collection. Each one has unique collection criteria:

A. University Archives and Special Collections

1. The items collected include diaries, letters, maps, documents, scrapbooks, family papers, photographs, university generated records, personal, professional and business papers of university connected individuals, and microfilm of research or archival value.

2. Realia or artifacts are accepted if they come with a collection but are not actively sought. Paintings and prints by local artists or photographs of the local area are included in the collections.

3. Media such as posters, audiocassetts, videotapes, etc. are not actively solicited since proper care and storage facilities are unavailable.

4. Collections must have a legal change of title form completed before being accepted. An inventory is prepared by the archive division for the donor's records as well as library use.

5. The geographical and historical area of concentration is the region which comprised colonial Natchitoches, specifically, the region from Alexandria north. Some collections, however, do cover areas outside Louisiana and the United States.

6. Genealogy is accepted only when it concerns the local Natchitoches area and has independent historical value.

B. Louisiana Collection

1. The materials selected for this collection are primarily books, pamphlets, booklets, and serials, concern Louisiana or Louisiana authors, or are relevant to archival collections.

2. The criteria for selection is as follows:

-the subject is concerned with Louisiana to a significant degree

-the author was born in Louisiana or is associated with Louisiana to a significant degree

-books about the part of Mississippi that was the original Louisiana Colony, Mississippi River, and the Gulf of Mexico will be considered for the Louisiana Collection

-Primary emphasis for collection is placed on those works concerned with Louisiana as a whole and northwest Louisiana as a region

3. Copies for both the Louisiana Collection and the circulating collection will be decided on a case by case basis.

4. The serials printed in or about Louisiana are located in the Louisiana Collection.

C. Rare Books

A book is identified as a rare book by the following criteria

1. Publication is before 1865
2. Purchased from an out-of-print dealer at a cost of $20.00 or more
3. Tipped in art plates, loose plates, portfolios, etc.
4. Direct connection with an archival collection
5. First or special edition
6. Autographed, inscribed, or annotated book
7. Books recommended by librarians, faculty, or students as needing extra protection even though the item does not meet the above criteria

Some materials maintained in the Cammie G. Henry Research Center bridge the three major classifications. They are as follows:

1. Newspapers: The Natchitoches Times and Current Sauce (NSU school newspaper) are bound and shelved in the research center. Other rare newspapers are also preserved in the Research Center.
2. Mint copies of NSU theses and dissertations are stored in the research center. These are not for use under any circumstances.
3. A clipping file of articles concerning the Natchitoches area and Northwestern State University is kept in the research center.
4. State documents come to the research center through the state depository system. The documents are processed and the most heavily used ones are catalogued.
5. Louisiana telephone directories which have been superceded in the reference collection are housed in the research center. These are from the following cities:

Alexandria	Many
Baton Rouge	Monroe
Campti	Natchitoches
Colfax	New Orleans
Coushatta	Ruston
Jonesboro	Shreveport
Leesville	Winnfield
Mansfield	

6. Polk's city directories which have been superceded are located in the Research Center. These include the cities of
   Alexandria
   Natchitoches
   New Orleans (1867-1974)
   Shreveport

XII. GOVERNMENT DOCUMENTS

Watson Library is an official depository for U.S. Government publications. As a selective depository, the library is not required to receive all U.S. Government publications which are available through the depository system. The library selects only those items which are best suited to the needs of faculty, staff, students, and the general public.

The basis for selection is the List of Classes of U.S. Government Publications Available for Selection by Depository Libraries, the annotated Union List of Item Selections (microfiche) and Survey Shipping Lists which are issued at irregular intervals. All selections should be reviewed at least once a year to ascertain the appropriateness of previous selections.

The suggested core collection for small academic libraries, Section 4 of the Federal Depository Manual should be consulted. Some of the factors considered when adding or dropping documents are

1. The curriculum of the institution

2. The research interests of the faculty

3. The subject strengths of the library's general collection

4. The presence of an ROTC program on campus

5. The distance to other selective depositories or a regional depository library

6. The economic base of the community in which the library is located and serves

7. Other characteristics of the community such as urban or rural, historical interests, business and manufacturing, and recreational interests or sites must be considered.

Government publications cannot be disposed of, except as outlined in Section II of Instructions to Depository Libraries or if they are on the "List of Superseded Depository Documents" Appendix C of Instructions to Depository Libraries.

XIII. COLLECTION EVALUATION -- EXISTING COLLECTIONS

"The library collection should be continually evaluated against standard bibliographies and evolving institutional requirements for purposes both of adding new titles and identifying for withdrawal those titles which have outlived their usefulness. No title should be retained for which a clear purpose is not evident in terms of academic programs or extra-curricular enrichment." (Standards for College Libraries, 1986; approved by ACRL Board of Directors, 1986.)

In line with the standards approved by Association of College and Research Libraries and the Watson Library Collection Development Policy, the library will conduct a regular ongoing evaluation program to remove out-of-date and worn-out materials and to maintain the general currency of the collection. This "weeding" is to be done by two members of the professional staff under the supervision of the Library Director.

The selection of these two-person teams will consider the expertise of the staff members in relation to the subject areas to be evaluated. The advice of experts may also be used. Any staff member may suggest areas for weeding or evaluation.

The following check-list is to be inserted in each book or item proposed for weeding:

A CHECK MEANS YES

_____ Unneeded duplicate

_____ Old textbook

_____ Out-of-date item

_____ Superseded item

_____ Poor condition of the item

_____ Mutilation

_____ Incomplete set

_____ Needs reclassification

_____ Replacement needed

_____ No longer fits collection development criteria

COMMENTS:

The librarians doing the weeding should select any replacements that are needed and send the completed yellow book request slips to the Director.

Books selected for weeding are to placed on a book truck in the Acquisitions Division for one week. The professional staff will have one week to review the items proposed for weeding. If any professional librarian has a valid reason for keeping any of the proposed titles, the title should be returned to the collection or replaced with a new copy. The librarians doing the weeding are responsible for notifying the staff when the items proposed for weeding are deposited in the Acquisitions Division.

If for some reason, a needed title cannot be replaced (out of print, etc.), the Library Director will make the final decision on whether to withdraw the title.

After the one-week review period, the proposed items for weeding will be transferred to the Cataloging Division for withdrawal from the collection.

Care is to be taken not to weed any items indexed in an index to which the Library subscribes as well as any books of special interest to the collection. For example:

1. Essay and General Literature Index (EGLI)
2. Short Story Index (SSI)
3. Granger's Index to Poetry (Granger's #)
4. Poetry Index Annual (PIA)
5. Short Story Explication (SSE)
6. Poetry Explication (PE)
7. Popular Song Index (PSI)
8. Play Index (PI)
9. Biography Index (BI)
10. Louisiana related items (LA)
11. Items relating to the Archives and Research Collections (SPEC. COLL.)

As the library staff identifies items not to be discarded, they should make the appropriate notation (abbreviations listed above) as to the reason on the book pockets of the items concerned.

When appropriate, the person proposing an item for weeding will check for possible listings in Books in Print, Books for College Libraries, and other lists of recommended books for library collections. Whether a book is still in print or whether it is on a recommended list should be considered in the weeding decision.

The evaluation of serials should consider several criteria in addition to those listed above:

1. Indexing in one of the indexes to which the library subscribes
2. Internal indexing in the serial
3. The presence of art work or color pictures
4. Extent of holdings and length of runs for the serial
5. Possibilities for filling in missing issues or volumes
6. Possibilities for replacement with microforms

The evaluation of microforms and media items should be based on criteria similar to those described for books and serials.

XIV. GIFT POLICY

Watson Library welcomes gifts of books and other library materials, equipment, money, and endowment funds. Such gifts are very useful in supplementing university library funds and enable the Library to provide materials and services that might not otherwise be available to its campus and community patrons.

The library will provide an appropriate acknowledgement of all gifts received. Gifts of up to six books, periodicals, or equipment items will be acknowledged in detail. Gifts of more than six items will be acknowledged generically as to the number of books, periodicals, microfilm reels, etc. Donors who want an itemized list of gifts of more than six items are expected to provide such a list, which the Library will certify as having received.

The United States and Louisiana tax authorities will not accept library evaluations as to the monetary value of any gift, since the Library is a party to the gift. The library staff, however, can suggest ways for the donor to estimate the value of his gift, if this is desired.

The Library reserves the right to use the gifts it receives according to its needs. Unneeded items and duplicates will be placed with other institutions, sold, or discarded in an appropriate manner.

Gifts of books or cash may be made in memory or in honor of relatives or friends. The Library will send suitable cards, as directed, to announce these gifts.

The Library will normally use gifts of cash or endowment funds to purchase books or meet other immediate needs. Donors, however, can arrange for their gifts to be used for specific purposes.

XV. SELECTION PROCESS

Anyone may recommend materials to be purchased by the library. The primary responsibility for selecting materials, however, lies with the NSU Faculty and Librarians. Faculty members are expected to select material within their area of expertise and to support their courses. Items selected should be indicated on the book order slips (see example below) and sent directly to the library director. Materials may be ordered any time during the year. Faculty should order materials throughout the year; even if the book budget is depleted, faculty should continue to send requests. Materials will be ordered at the beginning of the budget year. FACULTY REQUESTS ARE HONORED BEFORE ALL OTHERS. If an item requested falls outside of the library collection policy, the faculty member requesting the item will be contacted about it and the problem will be discussed.

In order for the library collection to accurately reflect the needs of the NSU community, the library must be notified when programs, majors, and courses, are dropped, added, or changed. The library desires to cooperate fully with those departments and programs undergoing accreditation review. Even with prompt notification, it may take as much as year to order, catalog, and add materials to the collection. It is the responsibility of the faculty to ensure that the library has the materials needed to further the educational mission of the university.

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